

State of Hawaii
Department of Public Safety
Corrections Division's
Corrections Program Services–Education (CPSE)

Request for Proposals

RFP No. PSD-14-CPSE-64 EMPLOYMENT SERVICES FOR INMATES AT THE WAIAWA CORRECTIONAL FACILITY ON THE ISLAND OF OAHU

May 4, 2014

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

May 4, 2014

REQUEST FOR PROPOSALS

EMPLOYMENT SERVICES FOR INMATES AT THE WAIAWA CORRECTIONAL FACILITY ON THE ISLAND OF OAHU RFP No. PSD 14-CPSE-64

The Department of Public Safety, Corrections Division's Corrections Program Services-Education (CPSE) is seeking employment services for up to 200 adult male inmates who are case managed and referred by the Offender Services Section at the Waiawa Correctional Facility (WCF), on the island of Oahu.

The goal of the employment services is to assist the inmate in successfully reentering the community by enhancing the inmates' abilities to gain employment by becoming productive members of society, thereby, reducing the inmate's chances for re-offending.

Employment services should include, but not be limited to providing inmates with the following: (1) Career Development and Exploration: Assessment, Individualized Employment Plan (IEP)/Goal Planning, etc. (2) Standardized Vocational Assessment Review and IEP (3) Employment Search Training and (4) Employment Follow-Up: Develop Online Employment Portfolio, Tracking of Employment Searches, Follow-Up on Applications Submitted, etc.

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals with \$130,000 for FY 2015, and \$130,000 for FY 2016, subject to availability of funds.

Proposals shall be mailed, postmarked by the United States Postal Service on or before June 4, 2014, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on June 4, 2014, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Public Safety, Corrections Division's Corrections Program Services-Education (CPSE) will conduct an orientation on May 16, 2014 from 9:00 a.m. to 10:00 a.m. HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. All prospective Applicants are encouraged to attend the orientation. For those prospective Applicants unable to attend the orientation meeting in person, a telephone conference will be held simultaneously:

Call-in number: 1 (712) 432-1212
Meeting Id: 728-588-866#

The deadline for submission of written questions is 4:30 p.m., HST, on May 20, 2014. All written questions will receive a written response from the State on or about May 23, 2014.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: *One (1) Original + Three (3) Copies*

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 4, 2014** and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

**DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES OFFICE-
PURCHASING AND CONTRACTS
919 ALA MOANA BLVD, ROOM 413
HONOLULU, HAWAII 96814**

RFP COORDINATOR

**Marc Yamamoto
Telephone 808-587-1215
E-mail: marc.s.yamamoto@hawaii.gov**

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), June 4, 2014**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **June 4, 2014**.

Drop-off Sites

**DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES OFFICE-PURCHASING AND CONTRACTS
919 ALA MOANA BLVD, ROOM 413
HONOLULU, HAWAII 96814**

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Section 1

Administrative Overview

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	May 4, 2014
Distribution of RFP	May 4, 2014
RFP orientation session	May 16, 2014
Closing date for submission of written questions for written responses	May 20, 2014
State purchasing agency's response to applicants' written questions	May 23, 2014
Discussions with applicant prior to proposal submittal deadline (optional)	TBD
Proposal submittal deadline	June 4, 2014
Discussions with applicant after proposal submittal deadline (optional)	June 9, 2014
Final revised proposals (optional)	June 12, 2014
Proposal evaluation period	June 5, 2014
	To
	June 13, 2014
Provider selection	June 16, 2014
Notice of statement of findings and decision	June 17, 2014
Contract start date	July 1, 2014

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

For		Click on "Doing Business with the State" tab or
1	Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2	RFP website	http://hawaii.gov/spo/general/procurement-notices-for-solicitations
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4	Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5	Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6	Standard Contract - General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7	Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For		Go to
8	Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9	Department of Taxation	http://hawaii.gov/tax/
10	Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
12	Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

CPS Education Services Branch Manager
Department of Public Safety
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814

Telephone: (808) 587-2560 / Facsimile: (808) 587-1280

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Marc S. Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814
Telephone: (808) 587-1215 / Facsimile: (808) 587-1244
e-mail: marc.s.yamamoto@hawaii.gov

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	May 16, 2014	Time:	9: 00 am to 10:00 am, HST
Location:	919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814		

For Applicants unable to attend the orientation meeting in-person, a telephone conference is available;

Call-in number: 1(712) 432-1212
Meeting ID : 725-588-866#

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: May 20, 2014 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: May 23, 2014

1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
 2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements**. Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Hawaii Compliance Express (HCE)**. All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS) , Department of Labor and Industrial Relations (DLIR) , and Department of Commerce and Consumer Affairs (DCCA) . There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2**, Website Reference, for HCE's website address.

- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
 - **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.
- Note that price is not considered confidential and will not be withheld.***
- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and

Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended.

Proposals shall be rejected when:

1. Postmarked after the designated date; or
2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Facsimile or electronically submitted proposals shall not be acceptable.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐ are required

☒ are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated

below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Ted Sakai	Name: Teresita V. Fernandez
Title: Director	Title: Acting Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Rm 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: same	Business Address: same

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2 Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Department of Public Safety's (PSD's) Correction Division's understands that practitioners in criminal justice traditionally evaluate public safety based on the relationship between crime (socially unacceptable behavior) and punishment (incarceration). However, such measures fail to address inmates' criminogenic needs, those needs that place them at risk of crime and repeating crimes upon release. With at least 95 percent of inmates returning to the community annually, these public safety measures should begin to account for what evidence shows are risk areas in which inmates can improve. Mechanisms should be established to help inmates reconnect with families, ensure that rehabilitation programs address complex inmate health and human service needs, and challenge the policies and practices that restrict an inmate's ability to obtain and retains employment.

Success in measures such as these can be used to inform evaluations of public safety, and such an approach should begin when inmates have their initial contact with the criminal justice system. Society can no longer afford to provide treatment as an afterthought. Public safety requires that the criminal justice field become proactive in its interventions and begin focusing on inmate programming that successfully addresses inmates' criminogenic risks.

Programs should focus on the treatment of the risk factors that correlate highly with criminal conduct, understanding "that most inmates are not high risk for recidivism because they have one risk or need, but rather are high risk because they have multiple risks and need factors." Researchers have identified eight major risk/needs factors:

- History of anti-social behavior;
- Anti-social personality pattern;
- Anti-social cognition;
- Anti-social associates;
- Family/marital status;
- School/work;
- Leisure/recreation; and
- Substance abuse.

Current research suggests that unemployment is both a risk factor and a link to post-incarceration crime. With nearly 5.1 million adults under community supervision, as the Bureau of Justice Statistics reports, the ability of inmates to secure and maintain attachment to the workforce is a public safety issue. CPSE further understands the need to support programs that are backed by evidence of effectiveness. Effective programs include those that address inmates' risks and needs, which include those that address inmate unemployment. Studies have shown that an unstable employment record and low levels of personal, educational, vocational and financial achievement are among the predictors of continued criminal conduct. It's necessary to overcome the barriers to employment.

Corrections Division's Corrections Program Services-Education (CPSE) and the Offender Services Section at the Waiawa Correctional Facility (WCF) needs employment services to help inmates become successful in maintaining a long-term connection to the work force, identify quickly those inmates at high risk for job loss, identify specific indicators, and analyze the chain of events and behaviors that lead to job loss. Services are needed to assist inmates in developing and using a plan both to avoid high-risk situations and deal satisfactorily with such situations as they occur. An Applicant is needed who has the knowledge, skills and abilities to develop specialized services and programming for inmates targeted as being at high risk for job loss. Applicant must have the skills to support inmates as they explore answers to questions related to inmate employment (e.g. Why would an employer want to hire me? What type of job do I qualify for? What type of job should I apply for? How do I secure a position that interests me? How do I keep my job and avoid getting fired?)

B. Planning activities conducted in preparation for this RFP

Due to this service being an expansion of the Employment Services for the CPSE, a waiver from the requirement for a request for information prior to the issuance of this request for proposals was granted.

C. Description of the service goals

The goal of the employment services is to assist the inmate in successfully reentering the community by enhancing the inmates' abilities to gain employment by becoming productive members of society, thereby, reducing the inmate's chances for re-offending.

D. Description of the target population to be served

The target population to be served is adult male inmates from the custody of the Department of Public Safety's Waiawa Correctional Facility (WCF). WCF's Offender Services Section will refer up to 200 adult male inmates to the Applicant, who will provide employment services at WCF.

E. Geographic coverage of service

The employment services shall be provided at the Waiawa Correctional Facility (WCF), on the island of Oahu.

F. Probable funding amounts, source, and period of availability

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month periods. A single contract will be awarded under this request for proposals with \$130,000 for each twelve month period, *subject to the availability of funds*.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. Applicant shall operate the program in accordance with the rules, regulations, policies, and procedures of PSD. Applicant shall monitor inmates' behavior to ensure compliance with all Federal, State, and County laws and rules, regulations, policies, and procedures of PSD.
2. Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

3. Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).
4. Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.
5. Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.
6. Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.
7. Applicant shall assign staff to attend facility/program meetings as scheduled by PSD.
8. Applicant shall operate as a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax. If a nonprofit corporation, the Applicant must have a governing board whose members have not material conflict of interest and serve without compensation.
9. Applicant shall maintain by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
10. Applicant shall be required to accept inmates referred by PSD who have been assessed as being appropriate for, or in need of, employment services unless the Applicant presents the PSD with justifiable reason that a particular inmate should not be accepted to receive employment services. Services under this contract shall be provided to only those inmates referred by PSD. PSD shall make the final determination as to whether an inmate will continue to receive employment services or to be terminated from receiving those services.
11. As ruled by the Office of Information Practices, PSD may withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Applicant, unless instructed otherwise by the Department of the Attorney General. Whenever the Applicant is

requested by the inmate, his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the inmate, his family, or his attorney, the Applicant shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Applicant shall notify the contracting officer, that such a request was made. The Applicant shall not release such reports directly to the inmate or to any party representing the inmate. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.

12. Applicant shall submit to an assessment of evidence-based practices such as the Correctional Program Checklist (CPC) that is the revised form of the Correctional Program Assessment Inventory (CPAI). Applicant shall strive to attain at least an "Effective" score on the CPC by working on areas that need improvement and recommendations made by the assessment team.
13. Applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.
14. Applicant shall provide a copy of its code of ethics which address such issues as 'boundaries' (e.g. no relationships between the Applicant staff and inmates, etc.)."

B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None.

C. Multiple or alternate proposals

(Refer to HAR §3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR §3-143-206)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: Not applicable.

E. **Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: July 1, 2014 to June 30, 2016

Length of each extension: Twelve months or portions thereof

Number of possible extensions: Two (2)

Maximum length of contract: Forty-eight months

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension:

If exercised, the option to extend the contract period shall be in writing, prior to the expiration of the current contract and subject to the availability of funds.

2.4 **Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

A. **Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall accept adult male inmates with barriers (e.g. employment) from the custody of the Department of Public Safety's Waiawa Correctional Facility (WCF).

Applicant shall be required to accept inmates who have been assessed by the Department (e.g. WCF's Case Manager) as being appropriate for services, unless the Applicant presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Department will have the final decision. Applicant shall ***openly communicate*** with the staff at the Department (e.g. WCF's Offender Services Case Managers, Contract Monitor, etc.)

Applicant shall assist the inmates in developing the employment skills necessary for successful reintegration into the community.

Service activities shall be performed during hours approved by the Department and shall take into consideration the availability of the inmate during incarceration. Applicant shall provide the following continuum of Employment Services:

1. Career Development and Exploration: Assessment, Individualized Employment Plan/Goal Planning, etc.

Applicant shall conduct a complete assessment on the offenders who have been referred by the WCF's Offender Services Section.

Applicant shall evaluate each inmate based on personal and past work history, level of education or skill, high risk or need, employment interests, experience and attitude, and the ability to work with others. Based upon the determination of functional aptitude and ability, the Provider shall develop a customized employment development plan for the individual using information and evaluation data from assessments, interviews, and work history. The outcome of the Applicant's assessment shall be provided to the Department.

Applicant shall assist the inmate in completing an Individualized Employment Plan (IEP) upon completion of the assessment. A copy of the IEP shall be provided to the Department within the ten (10) working days.

Applicant shall assist inmates in securing various documents necessary to establish identity in order to obtain employment such as the following: valid state driver's license, state identification card, transcripts birth certificate, social security card, etc.

Applicant shall clearly state how the above tasks will be performed.

Applicant shall state the standardized vocational assessment instrument that will be administered. The Department shall approve of the standardized vocational assessment instrument.

2. Standardized Vocational Assessment Review & IEP:

Applicant shall review the outcome of the standardized vocational assessment and the IEP with the inmate.

Applicant must state its willingness and ability to conduct the standardized vocational assessment review and IEP with the inmate, at a maximum of 30 minutes per inmate.

3. Employment Search Training: Resume Development, Master Employment Application, Effective Interviewing Skills, Application Skills, Computer Skills, and Personal Development, etc.

Applicant shall assist the inmate in resume development.

Applicant shall utilize computers provided by PSD.

Applicant shall assist the inmate in completing a master employment application.

Applicant shall assist the inmate in developing effective interviewing skills.

Applicant shall assist the inmate in the development of basic computer literacy: online application process, attachments, web search, keyboarding, etc.

Applicant shall assist the inmate in exploring personal development (e.g. additional education, hands-on work experience, internship, on-the-job training, apprenticeship, cooperative education, etc.) to support the inmate's IEP.

Applicant shall clearly state how the above tasks will be performed.

4. Employment Follow-Up: Develop Online Employment Portfolio, Tracking of Employment Searches, Follow-Up on Applications Submitted, etc.

Applicant shall assist the inmates in developing an online employment portfolio. This electronic portfolio shall be used to gain employment, higher education or career and technical training.

Applicant shall clearly state how the above tasks will be performed.

Applicant shall state its ability and willingness to attend regular meetings with the WCF staff (e.g. Offender Services, Education, etc.) The Department will specify the dates and times of the meetings.

Applicant shall clearly state how the above tasks will be performed.

***The Department would like #1, #3, and #4 to be conducted in a classroom setting, with **no more than 15 inmates** in attendance. The Department would like #2 to be conducted in an

individual setting, and **no more than 30 minutes** spent conducting the service.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Proposed Staffing: Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

Staff Qualifications: Applicant shall be able to demonstrate that all current staff meets all licensing and or credential requirement. Applicant shall state the education level of its staff that will provide services.

Applicant shall employ staff that is suitable to deal with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be hired by the Applicant or sub-contractor.

Applicant shall successfully complete PSD's Volincor Training. Any employee with a criminal history shall be subject to review and approval by PSD. PSD will review and agree to the employment of staff and sub-Service Providers in writing. PSD must agree upon, any changes to staff and/or sub-Service Providers in writing.

The staff and volunteers, if used by the Applicant, shall accordingly be trained in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

The service provider, its staff, and subcontractors are required to understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, the Department requires that the service provider, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and Investigators. The Department shall monitor the service provider, its staff, and subcontractors compliance with the PREA Standards.

If the service provider meets the PREA definition of community confinement facility and provides services to the Department's offenders as a community confinement facility, then the service provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The service provider, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by the Department, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. The Department shall cover the costs associated with a PREA Standards Audit for the service provider who meets the definition of a community confinement facility.

Supervision and Training: Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

Organization Chart: Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

2. Administrative

Applicant must operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

Applicant shall immediately report all negative behaviors (e.g. criminal activity, etc.) to the Department.

Applicant shall provide a copy of its code of ethics that address such issues as 'boundaries' (e.g. no relationships between the Applicant staff and inmates, etc.).

3. Quality assurance and evaluation specifications

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Applicant shall state its level of willingness and ability to work with the Department in regards to quality assurance and evaluation specifications. The Corrections Division's Corrections Program Services-Education (CPSE) Supervisor in collaboration with WCF (e.g. Offender Services Section Supervisor) shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. CPSE Supervisor may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The CPSE Supervisor or designee shall determine reasonable time.

4. Output and performance/outcome measurements

Applicant shall enter, on a regular basis, all information requested by the CPSE Supervisor. Information shall be updated monthly and available on the fifth working day of the month following the reporting period.

- Name of inmate
- Intake date
- Assessment date
- Attendance: sign-in sheets for each class

- Completion date (e.g. class completion)
- Recommended services provided to inmate (e.g. ID cards, education application, financial aid application, etc.)
- Referrals provided to inmate (e.g. transportation services, apprenticeships etc.)
- Comments

Applicant shall report on any output and performance/outcome measurements specified by the Department.

5. Experience

A. Necessary Skills

Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

Applicant shall demonstrate experience in their staff's ability to work with adult male inmates.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

B. Experience:

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing employment services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

Applicant shall have a minimum of one year experience in providing employment services for adult male inmates. For those agencies that do not meet the one-year experience requirement, an

exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

6. Coordination of services

Applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system, Department of Health, etc.

Applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff and parole officers.

Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include any letters of agreement.

7. Reporting requirements for program and fiscal data

On the fifth working day of each month, the Applicant shall be required provide CPSE Supervisor, the monthly list of the following:

- 1) Monthly reports filed separately from billings and marked "confidential" and forwarded to WCF Offender Services Section, detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time an inmate checked in for employment services and terminated employment services.
 - A roster of inmates who attended employment services, and the type of services received

- A signed copy of the Attendance Sheet by Applicant as to accuracy and authenticity.
 - Progress or lack of progress of the inmate who received employment services
- 2) Monthly activity reports in a format to be approved by the Department, unless otherwise specified by the Department.
 - 3) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.

C. Facilities

N/A: The employment services shall be conducted at the Waiawa Correctional Facility.

2.5 COMPENSATION AND METHOD OF PAYMENT

As compensation for work to be performed by the Applicant, the State agrees to pay the Applicant, the total sum not to exceed One Hundred Thirty Thousand and No/100 Dollars (\$130,000) and \$130,000 for FY 2016, subject to availability of funds.

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget
SPO-H-205A, Organization-Wide Budget by Source of Funds
SPO-H-206A, Budget Justification – Personnel – Salaries and Wages
SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits
SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

Applicant's pricing shall be based on unit of service per continuum of employment services: 1. Career Development and Exploration: Assessment, Individualized Employment Plan (IEP)/Goal Planning, etc. 2. Standardized Vocational Assessment Review & IEP 3. Employment Search Training 4.

Employment Follow-Up: Develop Online Employment Portfolio, Tracking of Employment Searches, Follow-Up on Applications Submitted, etc. The Department would like #1, #3, and #4 to be conducted in a classroom setting, with **no more than 15 inmates** in attendance. Provide the cost per classroom (NOT cost per inmate). The Department would like #2 to be conducted in an individual setting, and **no more than 30 minutes** spent conducting the service. Provide the cost per inmate per 15 minute increments.

Invoices shall be itemized, include all taxes (if applicable), and shall be the all-inclusive cost to the State, and no other charges will be honored. Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and shall **not** be billed separately. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

Invoices shall reference the contract number. Invoices shall be signed by the Applicant's designee to verify the accuracy and authenticity. Invoice format shall be approved by the Department.

Applicant shall not receive separate compensation for time spent in consultation with Department staff regarding curriculum development, staff meetings and case conferences.

Total payment under this Agreement shall not exceed \$130,000 for the initial term of this contract. Any costs incurred over the sums set out in the budget shall be approved by formal contract modification or be at the Applicant's sole risk

Applicant shall submit an original invoice and two copies each month indicating the contract number, number of sessions conducted by phase, and payment due. If a Sub-Applicant performed the services indicate full business name of sub-service Applicant.

Applicant shall submit to PSD, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last referral for the month. The address is:

Department of Public Safety
CPS Education Services – Branch Manager
919 Ala Moana Blvd., #405
Honolulu, Hawaii 96814

The monthly invoice shall include where the Applicant 's representative shall certify the request for payment and PSD's representative shall approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract:

Certified Correct and
Approved for Payment:

Agency Representative

Date

Department Representative

Applicant shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, must accompany the invoice for final payment on the contract.

Section 3

Proposal Application Instructions

Section 3 Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

Applicant shall demonstrate experience in their staff's ability to work with adult male inmates.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

B. Experience

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing employment services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

Applicant shall have a minimum of one year experience in providing employment services for adult male inmates. For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying

statistical data.

C. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Applicant shall state its level of willingness and ability to work with the Department in regards to quality assurance and evaluation specifications. The Corrections Division's Corrections Program Services-Education (CPSE) Supervisor in collaboration with WCF (e.g. Offender Services Section Supervisor) shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. CPSE Supervisor may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The CPSE Supervisor or designee shall determine reasonable time.

D. Coordination of Services

Applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system, Department of Health, etc.

Applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff and parole officers.

Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include any letters of agreement.

E. Facilities

N/A: The employment services shall be conducted at the Waiawa Correctional Facility.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing: Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.
2. Staff Qualifications: Applicant shall be able to demonstrate that all current staff meets all licensing and or credential requirement. Applicant shall state the education level of its staff that will provide services.

Applicant shall employ staff that is suitable to deal with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be hired by the Applicant or sub-contractor.

Applicant shall successfully complete PSD's Volincor Training.

Any employee with a criminal history shall be subject to review and approval by PSD. PSD will review and agree to the employment of staff and sub-Service Providers in writing. PSD must agree upon, any changes to staff and/or sub-Service Providers in writing.

The staff and volunteers, if used by the Applicant, shall accordingly be trained in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

The resultant contract for employment services for this Request for Proposal requires that the applicant's staff understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, PSD requires that your staff attend a mandatory PREA training class and if applicable a specialized PREA training for Health Care and Investigators. PSD shall monitor and ensure your compliance with the PREA Standards.

B. Project Organization

1. Supervision and Training: Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.
2. Organization Chart: Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. Service Activities (Minimum and/or mandatory tasks and responsibilities):

Applicant shall accept adult male inmates with barriers (e.g. employment) from the custody of the Department of Public Safety's Waiawa Correctional Facility (WCF).

Applicant shall be required to accept inmates who have been assessed by the Department (e.g. WCF's Case Manager) as being appropriate for services, unless the Applicant presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Department will have the final decision. Applicant shall ***openly communicate*** with the staff at the Department (e.g. WCF's Offender Services Case Managers, Contract Monitor, etc.)

Applicant shall assist the inmates in developing the employment skills necessary for successful reintegration into the community.

Service activities shall be performed during hours approved by the Department and shall take into consideration the availability of the inmate

during incarceration. Applicant shall provide the following continuum of Employment Services:

1. Career Development and Exploration: Assessment, Individualized Employment Plan/Goal Planning, etc.

Applicant shall conduct a complete assessment on the offenders who have been referred by the WCF's Offender Services Section.

Applicant shall evaluate each inmate based on personal and past work history, level of education or skill, high risk or need, employment interests, experience and attitude, and the ability to work with others. Based upon the determination of functional aptitude and ability, the Provider shall develop a customized employment development plan for the individual using information and evaluation data from assessments, interviews, and work history. The outcome of the Applicant's assessment shall be provided to the Department.

Applicant shall assist the inmate in completing an Individualized Employment Plan (IEP) upon completion of the assessment. A copy of the IEP shall be provided to the Department within the ten (10) working days.

Applicant shall assist inmates in securing various documents necessary to establish identity in order to obtain employment such as the following: valid state driver's license, state identification card, transcripts birth certificate, social security card, etc.

Applicant shall clearly state how the above tasks will be performed.

Applicant shall state the standardized vocational assessment instrument that will be administered. The Department shall approve of the standardized vocational assessment instrument.

2. Standardized Vocational Assessment Review & IEP:

Applicant shall review the outcome of the standardized vocational assessment and the IEP with the inmate.

Applicant must state its willingness and ability to conduct the standardized vocational assessment review and IEP with the inmate, at a maximum of 30 minutes per inmate.

3. Employment Search Training: Resume Development, Master Employment Application, Effective Interviewing Skills, Application Skills, Computer Skills, and Personal Development, etc.

Applicant shall assist the inmate in resume development.

Applicant shall utilize computers provided by PSD.

Applicant shall assist the inmate in completing a master employment application.

Applicant shall assist the inmate in developing effective interviewing skills.

Applicant shall assist the inmate in the development of basic computer literacy: online application process, attachments, web search, keyboarding, etc.

Applicant shall assist the inmate in exploring personal development (e.g. additional education, hands-on work experience, internship, on-the-job training, apprenticeship, cooperative education, etc.) to support the inmate's IEP.

Applicant shall clearly state how the above tasks will be performed.

4. Employment Follow-Up: Develop Online Employment Portfolio, Tracking of Employment Searches, Follow-Up on Applications Submitted, etc.

Applicant shall assist the inmates in developing an online employment portfolio. This electronic portfolio shall be used to gain employment, higher education or career and technical training.

Applicant shall clearly state how the above tasks will be performed.

Applicant shall state its ability and willingness to attend regular meetings with the WCF staff (e.g. Offender Services, Education, etc.) The Department will specify the dates and times of the meetings.

Applicant shall clearly state how the above tasks will be performed.

B. Management Requirements (Minimum and/or mandatory requirements)

Administrative

The service provider, its staff, and subcontractors are required to understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, the Department requires that the service provider, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and Investigators. The Department shall monitor the service provider, its staff, and subcontractors compliance with the PREA Standards.

If the service provider meets the PREA definition of community confinement facility and provides services to the Department's offenders as a community confinement facility, then the service provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The service provider, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by the Department, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. The Department shall cover the costs associated with a PREA Standards Audit for the service provider who meets the definition of a community confinement facility.

Applicant must operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

Applicant shall immediately report all negative behaviors (e.g. criminal activity, etc.) to the Department.

Applicant shall provide a copy of its code of ethics that address such issues as 'boundaries' (e.g. no relationships between the Applicant staff and inmates, etc.).

Output and performance/outcome measurements

Applicant shall enter, on a regular basis, all information requested by the CPSE Supervisor. Information shall be updated monthly and available on the fifth working day of the month following the reporting period.

- Name of inmate
- Intake date
- Assessment date
- Attendance: sign-in sheets for each class
- Completion date (e.g. class completion)
- Recommended services provided to inmate (e.g. ID cards, education application, financial aid application, etc.)
- Referrals provided to inmate (e.g. transportation services, apprenticeships etc.)
- Comments

Applicant shall report on any output and performance/outcome measurements specified by the Department.

3.6 Pricing Structure

As compensation for work to be performed by the Applicant, the State agrees to pay the Applicant, the total sum not to exceed One Hundred Thirty Thousand and No/100 Dollars (\$130,000) and \$130,000 for FY 2016, subject to availability of funds.

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205, Budget
- SPO-H-205A, Organization-Wide Budget by Source of Funds
- SPO-H-206A, Budget Justification – Personnel – Salaries and Wages
- SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits
- SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

Applicant's pricing shall be based on unit of service per continuum of employment services: 1. Career Development and Exploration: Assessment, Individualized Employment Plan (IEP)/Goal Planning, etc. 2. Standardized Vocational Assessment Review & IEP 3. Employment Search Training 4. Employment Follow-Up: Develop Online Employment Portfolio, Tracking of Employment Searches, Follow-Up on Applications Submitted, etc. The Department would like #1, #3, and #4 to be conducted in a classroom setting, with **no more than 15 inmates** in attendance. Provide the cost per classroom (NOT cost per inmate). The Department would like #2 to be conducted in an individual setting, and **no more than 30 minutes** spent conducting the service. Provide the cost per inmate per 15 minute increments.

Invoices shall be itemized, include all taxes (if applicable), and shall be the all-inclusive cost to the State, and no other charges will be honored. Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and shall **not** be billed separately. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

Invoices shall reference the contract number. Invoices shall be signed by the Applicant's designee to verify the accuracy and authenticity. Invoice format shall be approved by the Department.

Applicant shall not receive separate compensation for time spent in consultation with Department staff regarding curriculum development, staff meetings and case conferences.

Total payment under this Agreement shall not exceed \$130,000 for the initial term of this contract. Any costs incurred over the sums set out in the budget shall be approved by formal contract modification or be at the Applicant's sole risk.

Applicant shall submit an original invoice and two copies each month indicating the contract number, number of sessions conducted by phase, and payment due. If a Sub-Applicant performed the services indicate full business name of sub-service Applicant.

Applicant shall submit to PSD, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last referral for the month. The address is:

Department of Public Safety
CPS Education Services – Branch Manager
919 Ala Moana Blvd., #405
Honolulu, Hawaii 96814

The monthly invoice shall include where the Applicant's representative shall certify the request for payment and PSD's representative shall approve for payment:

I certify that all expenditures reported
or payments requested are to the best
of my knowledge in full compliance with
the terms and conditions of the contract:

Certified Correct and
Approved for Payment:

Agency Representative

Date

Department Representative

Applicant shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, must accompany the invoice for final payment on the contract.

A. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- Proof of adequacy of Applicant's accounting system (e.g. most recent financial audit)
- Proof of financial stability of Applicant

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4
Proposal Evaluation

Section 4 Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

Applicant must operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

Applicant shall immediately report all negative behaviors (e.g. criminal activity, etc.) to the Department.

Applicant shall provide a copy of its code of ethics that address such issues as 'boundaries' (e.g. no relationships between the Applicant staff and inmates, etc.).

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery

- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

**B. Phase 2 - Evaluation of Proposal Application
(100 Points)**

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- | | |
|---|--------------------|
| A. Necessary Skills | <u>8pts</u> |
| <ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | _____ |
| B. Experience | <u>4pts</u> |
| <ul style="list-style-type: none"> • Points of contact, address, e-mail/phone numbers to verify experience. • One (1) year experience | _____ |
| C. Quality Assurance and Evaluation | <u>4pts</u> |
| <ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | _____ |
| D. Coordination of Services | <u>4pts</u> |
| <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. | _____
_____ |

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A.	Staffing	8pts
	<ul style="list-style-type: none"> • <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 	<u>4pts</u>
	<ul style="list-style-type: none"> • <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program. 	<u>4pts</u>
B.	Project Organization	7pts
	<ul style="list-style-type: none"> • Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 	<u>4pts</u>
	<ul style="list-style-type: none"> • Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 	<u>3pts</u>
3.	Service Delivery (55 Points)	
	<ul style="list-style-type: none"> • Career Development and Exploration: Assessment, Individualized Employment Plan/Goal Planning, etc. 	<u>15 pts</u>
	<ul style="list-style-type: none"> • Standardized Vocational Assessment Review & IEP 	<u>10 pts</u>
	<ul style="list-style-type: none"> • Employment Search Training 	<u>15 pts</u>
	<ul style="list-style-type: none"> • Employment Follow-Up: Develop Online Employment Portfolio, Tracking of Employment Searches, Follow-Up on Applications Submitted, etc. 	<u>10 pts</u>
	<ul style="list-style-type: none"> • Management Requirements 	<u>5 pts</u>
5.	Financial(10 Points)	
	<ul style="list-style-type: none"> • Adequacy of accounting system. 	
	<ul style="list-style-type: none"> • Competitiveness and reasonableness of unit of service, as applicable 	
	<ul style="list-style-type: none"> • Financial stability of Applicant 	

B. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____ RFP No.: RFP No. PSD 14-CPSE-64

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
PROOF OF INSURANCE			X	

*Refer to subsection 1.2, Website Reference for website address.

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	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
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